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11 FEB 1974

DDI-396-74

MEMORANDUM FOR: Office of the Director (Mr. Evans)
Deputy Director for Operations
Deputy Director for Intelligence
Deputy Director for Management & Services
Deputy Director for Science & Technology

SUBJECT : Classification/Declassification of Information

1. All government departments and agencies are required to conduct an annual review of their own administration of directives on classification, downgrading, declassification and safeguarding of National Security information. In this connection, the Office of the Inspector General is involved in a survey to determine whether Agency officers with classification authority are complying with the guidelines established under Executive Order 11652, the NSC Directive of 17 May 1972, and We have prepared the attached questionnaire which we are asking you to forward to your operating components. It would be helpful if we could have their responses no later than 28 February 1974.

2. It is important to note that substantive intelligence and cable traffic are not relevant to the survey, and responses to the questionnaire should therefore exclude these categories.

3. The Inspection Team will also conduct random interviews in each Directorate and will spot-check files as necessary to complete the survey. It is not the intent of this survey to identify specific classification abuses.

S. D. Breckinridge
Acting Inspector General

Attachment A/S

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MEMORANDUM FOR: Mr. ~~Proctor~~ (Info: ~~Walsh~~)

The IG is conducting a survey to determine whether Agency classifiers are complying with the new guidelines. It also will conduct random interviews and spot check the files. Deadline for responses to the attached 12 questionnaires is 28 Feb.

What action?

1. Hand out at Exec. Council Friday?
2. Give to for Dissem?
3. Other

(DATE)

12 Feb

FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED.

(47)

MEMORANDUM FOR: Paul

Les informs me we need to fill out a form for O/DDI, which I have done in draft.

If this looks ok, I'll have it typed and send on to Les--the Directorate peg point for this fun assignment.

27 Feb 74

(DATE)

FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED.

(47)